

LANCASTER COUNTY
REAL ESTATE SUPERVISOR

NATURE OF WORK

This is responsible managerial work coordinating, directing and supervising the activities of the Real Estate division.

Work involves planning, organizing and evaluating the work performed by subordinate personnel, coordinating office work flow and assisting in the development and administering the operating policies and procedures for the Real Estate division. Work also involves synthesizing information into a daily and monthly balanced financial statement, calculating and generating payment vouchers for the County and processing payroll for all Real Estate, Driver's Licensing and Motor Vehicle personnel. The individual within this classification is responsible for the Real Estate's division personnel activities including requisitioning and arranging interviews, planning new employee training and maintaining office supply inventory.

This individual is expected to demonstrate independent judgment and autonomy in managing day-to-day work operations. Supervision is exercised over all subordinate accounting staff. General supervision is received from the Chief Deputy County Treasurer.

EXAMPLES OF WORK PERFORMED

Coordinate the service provision and work flow activities of the Real Estate office; plan, organize and evaluate the work performed by subordinate personnel; requisition and arrange interviews for vacant positions; plan and arrange new employee training; assist in developing and administering the operating policies and procedures for the Real Estate division.

Obtain, synthesize and reconcile collection and distribution monies into daily and monthly financial statements; identify and assign collected fees/taxes to appropriate funds/taxing districts; verify information in the form of printouts and reports; calculate and generate payment vouchers for State of Nebraska or legislated entities; determine the need for investment action and transfer monies as needed; organize and maintain the division's computerized and written financial statements and documents.

Process payroll for all Real Estate, Driver's Licensing and Motor Vehicle personnel; maintain payroll and personnel records for the Real Estate division; provide technical guidance in resolving customer problems or questions.

Order and maintain office supply inventory and equipment; prepare routine financial and budget reports, as directed; participate in special projects as assigned.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of accounting principles and practices including their application to public budgets and accounting.

Thorough knowledge of modern office practices, procedures, equipment and clerical techniques.

Considerable knowledge of automated financial systems and their applications to public accounting.

Ability to plan, organize, supervise and evaluate the work of subordinate staff.

Ability to apply advanced accounting principles to the maintenance of fiscal and accounting records.

Ability to make complex and varied mathematical computations and tabulations with speed and accuracy.

Ability to establish and maintain effective working relationships with coworkers, County officials, banking representatives and the general public.

Ability to communicate effectively both orally and in writing.

Ability to organize and maintain computerized and written complex financial records.

DESIRABLE TRAINING AND EXPERIENCE

Associate's degree or equivalent in accounting or finance with thorough experience in reconciling fiscal records including experience supervising clerical or accounting personnel.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by coursework in accounting or finance with considerable experience in reconciling fiscal records including experience supervising clerical or accounting personnel or any equivalent combination of training or experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

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